

*Information Management*

**TRAVEL OUTSIDE CONUS**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

OPR: WSPP (M. Elliott/S. Ferryman)

Certified by: Vicki J. Liles

Supersedes: WL OI 33-35, Travel within CONUS and Overseas, 10 May 97

Pages: 11

Distribution: F

---

This instruction implements Air Force Policy Directive 37-1, Air Force Information Management. This **Wright Site Instruction (WSI)** establishes policy, procedures and responsibilities for travel to OCONUS (Outside Continental United States). It applies to all personnel assigned to the AFRL Technical Directorates, located at Wright Patterson AFB and Det 1 AFRL/WS personnel.

**1.0 REFERENCES:**

- 1.1 Vols I and II Joint Travel Regulation
- 1.2 AFI 37-128, Administrative Orders
- 1.3 AFI 36-3003, Military Leave Program
- 1.4 AFI 65-103, Temporary Duty Orders
- 1.5 DoD 4500.54-G, DoD Foreign Clearance Guide (FCG)

**OVERSEAS TRAVEL:**

**2.0 POLICY.** Travel will be scheduled only when requirements cannot be met by correspondence, message, or telephone. Trips to the same area during the same general time period will be consolidated and each projected trip examined to limit the number of attendees at conferences, symposia, etc. Wright Research Site Corporate Services Office (Det 1 AFRL/WSPP) compiles travel data into a monthly activity report which is provided to the Site Operations Council (SOC) directors. Leave days taken overseas will not exceed the number of TDY days.

**2.1 ON TIME.** A 43-day minimum lead-time for completed paperwork to be delivered to the travel coordinator (Det 1 AFRL/WSPP) is imposed for all overseas travel, per DoD 4500.54-G, DoD Foreign Clearance Guide (FCG). Exceptions - Hawaii and Alaska require 10 days, and Canada (Defense Development Sharing Program) requires 14 days. (Check with Det 1 AFRL/WSPP if in doubt). When travel packages arrive within the required timeframe, they are considered **ON TIME**.

**2.2 UNCONTROLLABLE LATE.** If the package does not meet the required lead-time, it is considered **UNCONTROLLABLE LATE**, but it must be received within 3 days of notification.

Justification for late submittal is mandated by the DoD Foreign Clearance Guide. This letter will contain the reason for late submittal; the date and manner notified; who notified the traveler and be signed by the 2-Ltr.

2.3 **CONTROLLABLE LATE.** If more than 3 days have passed since notification, the package is considered **CONTROLLABLE LATE.** Justification for late submittal is mandated by the DoD Foreign Clearance Guide. This letter will contain the reason for late submittal; the date and manner notified; who notified the traveler and be signed by the 2-Ltr.

-----**-NOTE-**-----

**Travelers will not travel if country clearance is not received in advance.**

-----  
3.0 **RESPONSIBILITIES:**

3.1 **88 ABW/FMFT**, Travel Orders Authentication, has delegated authentication authority to Det 1 AFRL/WSPP within Air Force Research Laboratory Wright Research Site. Each authenticator within Det 1 AFRL/WSPP must maintain official files of all travel.

3.2 **AFRL/CC.** The commander delegates approval authority for all overseas packages (excluding 2-Ltr Directors) to the 2-Ltr Directors. Two-Ltr Directors will be approved by the Vice Commander (AFRL/CV).

3.3 **TRANSPORTATION MANAGEMENT OFFICE (TMO)** (88 TRNS/LGTTP-A). Determines the mode of travel for the traveler and makes the arrangements.

3.4 **THE WS OPR FOR QUALITY CONTROL** (Det 1 AFRL/WSPP is the Quality Control Point (QCP):

3.4.1 Ensures that all requirements of DoD Joint Travel Regulations and AFI 37-128 and AFI 65-103 and DoD 4500.54-G, DoD Foreign Clearance Guide (FCG) are followed.

3.4.2 Conducts training for all Directorates.

3.4.3 Creates overseas case file, forwards paperwork for approval to Foreign Disclosure, and tracks the package.

3.4.4 Completes message for foreign clearance of traveler and transmits to the Area A Computer Center.

3.4.5 After receipt of country clearance approval, types orders.

3.4.6 Completes monthly overseas travel report as stated in Paragraph 2.0 of this Instruction .

### **3.5 TRAVELER:**

3.5.1 Must prepare complete overseas package and deliver to the Travel QCP, Det 1 AFRL/WSPP, at least 43 days prior to departure.

3.5.2 Completes overseas package which consists of an AFMC Form 193, Foreign Travel Disclosure Review and Foreign Clearance Guide Worksheet (Attachment 2); WS Form 7 (Attachment 1); late letter (if applicable); and special funds (ICR&D), if needed. All approval signatures (except Foreign Disclosure) must be completed prior to submittal to Det 1 AFRL/WSPP.

3.5.3 Furnishes availability data for travel and time of departure by completing AFMC Form 87, Request for Overseas TDY Flight Reservations (Attachment 3).

3.5.4 Travelers having a Top Secret clearance who plan to take personal leave in conjunction with overseas TDY, must report to their appropriate Directorate Security Specialist prior to departure. Notify the Security Office the first duty day following your return of any impromptu/unscheduled visits.

3.5.5 Traveler must attend a Foreign Travel Briefing at least once every 6 months. Contact OSI Detachment 101, Defensive Counter Intelligence Section, at extension 73000 for a schedule of the briefings.

3.5.6 Travelers traveling to the United States Southern Command (USSOUTHCOM) Area of Responsibility (AOR) must be given Human Rights training, per USSOUTHCOM's requirements. This training will be conducted by Det 1 AFRL/WSPP.

3.5.7 Prepares a trip report within 30 days after the completion of the TDY. Submits the completed trip report to Commanders Action Group, International Office (AFRL/CCX) for distribution. Items to be included in the trip report, as a minimum, are as follows:

3.5.7.1 Date of Visit.

3.5.7.2 Place of Visit.

3.5.7.3 Purpose of Visit.

3.5.7.4 Persons Contacted.

3.5.7.5 Discussion of Trip.

3.5.7.6 Conclusions/Summary.

3.5.7.7 Recommendations.

### **4.0 SPECIAL TRAVEL REQUIREMENTS.**

4.1 **PASSPORTS/VISAS.** The normal time for processing passports and visas by the State Department is 60 days, provided the application and accompanying documents are properly accomplished. Managers are encouraged to identify requirements for official business passports as soon as they are known. Submit a letter to Personnel Relocation Section (88 MSS/DPMARO), which includes name, rank, grade, SSAN, office symbol, where and when travel will take place, and reason for travel.

#### **4.2 APPLICANT RESPONSIBILITIES:**

4.2.1 Prepares DD Form 1056, Authorization to Apply for a No-Fee Passport, and/or a Request for Visa, signed by the traveler's supervisor.

4.2.2 Completes DSP Form 11, Passport Application.

----- **NOTE** -----

**The DSP Form 11 MUST be signed by the applicant in the presence of the passport agent.**

-----

4.2.3 Prepares an AF Form 833, Request for Audiovisual Service.

4.2.4 Arranges for an appointment with the local passport agent at 88 MSS/DPMARO. The hours of operation are 0745-1600. Present the approved DD Form 1056, DSP-11, and AF Form 833, along with proof of citizenship. Civilians must also furnish a birth certificate (with a raised seal), naturalization papers, or expired passport as proof of citizenship.

**DOUGLAS L. BOWERS**  
**Manager**  
**Wright Research Site**  
**Air Force Research Laboratory**

#### **Attachments:**

- 1. WS Form 7**
- 2. AFMC For 193**
- 3. AFMC Form 87**
- 4. WS Flow Chart (Overseas)**

Previous editions are obsolete.

23. Travel Cost Estimate	TRANSPORTATION TO/FROM PERMANENT DUTY STATION (PDS)				TRANSPORTATION AT DUTY STATION			PER DIEM	Registration FEES
NAME <i>(Last,First, Middle Initial)</i>	MIL AIR	COMMERCIAL AIR		POC	CAR RENTAL	POC	MISC PARKING		
		ROUND TRIP	ONE WAY						
DOE, JOHN J.		\$1,535.00		\$50.00	\$500.00			\$1,200.00	\$500.00
TOTALS		\$1,535.00		\$50.00	\$500.00			\$1,200.00	\$500.00

COST OF RENTAL CAR		COST OF LOCAL TAXI				
Cost of Rental Car (per day, unlimited mileage)	\$55.00	Miles from Airport to TDY Site	35	(miles)	Cost Per Mile	\$3.35
Number of Days	8	Miles within the TDY Area	100	(miles)	Cost of Flag Drop	\$3.50
Refueling Cost	\$60.00	Miles to Return to Airport	35	(miles)	Number of Flag Drops	25
		<b>TOTAL MILES</b> (calculated)	170	(miles)		

25. Remarks
-------------

<b>FOREIGN TRAVEL DISCLOSURE REVIEW AND FOREIGN CLEARANCE GUIDE WORKSHEET</b>				DATE  Current	
<b>PRIVACY ACT STATEMENT</b>					
<p><i>RUTHORITY: 10 U.S.C. 8013. PRINCIPLE PURPOSE: Used to request foreign disclosure approval for overseas travel. ROUTINE USES: Records may be disclosed for any of the blanket routine uses published by the Air Force. DISCLOSURE IS VOLUNTARY: However, failure to provide the information could result in disapproval of the travel request. SYSTEM OF RECORDS: These forms are not filed within a Privacy Act System of Records.</i></p>					
<b>INSTRUCTIONS</b> (Use plain 8 1/2 x 11 paper for any additional space needed)					
<p>1. Submit one copy of AFMC Form 193 to travel focal point. Include copies of all references and attachments.  2. Classified attachments should be appropriately marked.  3. One travel request may be submitted for a group of travelers (except General Officers and SES Civilians). If information is applicable for group, attach a separate list of items 1-9, 13&amp;15 for each.</p>					
TO (Disclosure authority) ASC/SYSR		THROUGH (Travel Processor) Det 1 AFRL/WSP		FROM (Office of traveler) AFRL/PR	
1. NAME/ GRADE (Last, first, MI) DOE, JOHN J. DR IV		2. SSN 123-45-6789		3. HOME ADDRESS (Include Zip Code)  SELF-EXPLANATORY	
4. POSITION OR TITLE ELECTRONICS ENGINEER		5. OFFICE SYMBOL/PHONE AFRL/PRC 55555			
6. <input checked="" type="checkbox"/> US CITIZEN <input type="checkbox"/> CITIZEN OF (Name of country) SELF-EXPLANATORY				8. DATE OF BIRTH 18 Oct 45	
7. IF NATURALIZED US CITIZEN a. NATURALIZATION DATE      b. PLACE SELF-EXPLANATORY      c. CERT NUMBER				8a. PLACE OF BIRTH PHOENIX, ARIZONA	
9. SECURITY CLEARANCE					
a. US CLEARANCE			b. NATO CLEARANCE (If attending NATO meetings)		
(1) DEGREE SECRET		(2) DATE AND AGENCY RECORDED 30 OCT 90, 497 IG/INSA		(1) DEGREE (Fill in if NATO meeting)	
				(2) DATE AND AGENCY RECORDED	
10. PURPOSE OF TRAVEL (Explain in detail). ATTACH ANY CORRESPONDENCE FROM HIGHER HEADQUARTERS OR OTHER AGENCIES REQUESTING OR DIRECTING TRAVEL. (Do not use abbreviations) <b>READ THE FNE PRINT ABOVE.</b> Self-explanatory. Explain fully. Show what the traveler will be doing and why it is required. If requested or directed by higher headquarters or other authority, attach message or correspondence. This block must be completed even if message describes mission in detail. DO NOT use such terms as "per attached".					
11. NUMBER OF DAYS TDY (Include travel time) SELF-EXPLANATORY					
12. ITINERARY (Any changes to itinerary require approval thru travel focal point). LEAVE IN CONJUNCTION WITH TDY SHOULD BE SHOWN ON ITINERARY					
a. DATES (of TDY)	b. GEOGRAPHIC LOCATION	c. ORGANIZATION BEING VISITED - ADDRESS		d. NAME AND PHONE NUMBER OF PERSON TO BE VISITED	e. APPT DATE
25 NOV 99 DEPART	FRANKFURT, GERMANY				
26 NOV 99 ARRIVE		HOFBRAU HAUS HOTEL, TAUNUS STRASSE 18		FRITZ SCHMIDT 9-011-49-222-3333-44444	27-30 NOV
		WIESBADEN, GERMANY 6200			
1 DEC 99 ARRIVE	RAMSTEIN, GERMANY	HQ USAFE RAMSTEIN AB, GERMANY		LT COL JOHN J. SMITH DSN 88-999-99999	1 DEC
13. PASSPORT			14. VISA REQUIRED		
a. NUMBER 123456789	b. DATE ISSUED 20 DEC 97			NO	YES
15. TRAVEL IS REQUIRED ACCORDING TO TERMS OF AIR FORCE CONTRACT NOW IN EFFECT UNDER AFMC MANAGEMENT				<input checked="" type="checkbox"/>	<input type="checkbox"/> NO <input type="checkbox"/> YES
a. CONTRACT NUMBER AND DATE MUST BE FILLED IN IF ITEM #15 IS YES			b. SIGNATURE OF ACO		

16. FOREIGN CLEARANCE GUIDE HAS BEEN REVIEWED AND ALL REQUIREMENTS HAVE BEEN MET.						YES	X	NO	
17. SEMIANNUAL SECURITY BRIEFING COMPLETED IAW AFI 31-210					15 NOV 99	X	YES	NO	
18. OFFICE OF RELATED FUNCTIONAL RESPONSIBILITY (Office Symbol/Project Officer) IF ANY									
a. HQ AFMC POC INDICATE SYMBOL OF AFMC COUNTERPART (If none, type N/A)					b. HQ USAF POC INDICATE USAF COUNTERPART (If none, type N/A)				
19. IF TRAVEL IS IN CONJUNCTION WITH INTERNATIONAL CONFERENCE SYMPOSIUM OR OTHER MEETING									
a. PRESENTING PAPER (All presentations other than material already in the public domain requires Foreign Disclosure Office review)					b. OBSERVER ONLY		YES	NO	
		IF YES, FOREIGN DISCLOSURE OR PUBLIC AFFAIRS REVIEW CASE NUMBER			c. PANEL MEMBER (List Panel) <b>SELF-EXPLANATORY</b>				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%;"></td> </tr> <tr> <td style="text-align: center;">X</td> <td style="text-align: center;">NO</td> </tr> </table>									YES
YES									
X	NO								
20. FOREIGN DISCLOSURE REQUIREMENT (To be completed by traveler)									
a. FOREIGN NATIONALS WILL BE CONTACTED IN OFFICIAL CAPACITY				X	YES (Check applicable boxes)	X	GOVERNMENT	X	INDUSTRIAL
					NO	X	TECHNICAL		EDUCATIONAL
b. CLASSIFICATION OF INFORMATION TO BE DISCUSSED WITH FOREIGN NATIONALS									
SECRET		CONFIDENTIAL		UNCLASSIFIED		X	EXPORT CONTROLLED		PUBLIC DOMAIN
c. USAF MILITARY (Classified or Unclassified) INFORMATION TO BE DISCLOSED (Enter applicable program elements, systems, projects, tasks of proposed disclosure)									
<p>In 20(a) and (b) above, if answer to (a) is yes, (b) must be yes also, etc. If 19(a) applies (presenting paper) you must have a release number from the Public Affairs Office. If you have sent the paper to the PA office, and have no reply yet, then please state it in item 20(c). PENDING APPROVAL OF PUBLIC RELEASE. ASC/PA, Bldg 14, 2nd floor, cubicle 240, phone 52776.</p> <p>INFORMATION FOR OVERSEAS BRIEFINGS. You must call OSI, 73000 for a schedule.</p>									
21. DISCLOSURE AUTHORITY (To be completed by Foreign Disclosure Office (FDO) IAW AFI 16-201)									
a. TRAVELER IS AUTHORIZED TO DISCLOSE _____ INFORMATION ON AN ORAL AND VISUAL BASIS ONLY TO SPONSORED FOREIGN NATIONALS WHILE ACCOMPLISHING PURPOSE OF TRIP AS SPECIFIED IN PARA 10. (Subject to the Air Force disclosure criteria cited below.)									
b. DISCLOSURE IS AUTHORIZED IAW AFMC DELEGATION OF DISCLOSURE AUTHORITY LETTER SECTION _____ DELEGATION NUMBER. _____									
c. PROPOSED DISCLOSURE EXCEEDS _____ DELEGATED DISCLOSURE AUTHORITY. TRAVELER MAY NOT CONDUCT BUSINESS UNDER SUBJECT PROPOSED DISCLOSURE UNTIL THIS OFFICE OBTAINS HQ AFMC FOREIGN DISCLOSURE OFFICE APPROVAL.									
d. INFORMATION PROPOSED FOR PRESENTATION HAS BEEN APPROVED/SUBMITTED FOR PUBLIC RELEASE IAW AFI 35-303 PUBLIC AFFAIRS CASE NUMBER _____ DISCLOSURE OF SUCH INFORMATION IS AUTHORIZED PROVIDED APPROVAL OF PUBLIC RELEASE IF GRANTED PRIOR TO TRAVEL.									
e. ADDITIONAL DISCLOSURE GUIDANCE (Attach separate sheet of paper for specific terms)									
FDO SIGNATURE						DATE			
22. TYPED NAME, GRADE AND TITLE OF REQUESTER (Normally, traveler's supervisor) <b>3-LETTER DIRECTORATE SIGNATURE BLOCK</b>				DATE		SIGNATURE			
23. COORDINATION OF OVERSEAS TRAVEL FOCAL POINT				DATE		SIGNATURE			
24. OTHER COORDINATION				DATE		SIGNATURE			
25. TRAVEL APPROVING OFFICIAL <b>2-LETTER DIRECTORATE SIGNATURE BLOCK</b>				DATE		SIGNATURE			



# REQUEST FOR OVERSEAS TDY FLIGHT RESERVATIONS

(This Form Is Subject to the Privacy Act of 1974 - Use Blanket PAS - AF Form 11)

**INSTRUCTIONS:** This form must be completed by typewriter. Forms completed by hand will be returned to the originator. Please use the legend provided at the bottom of the form when completing items denoted with an asterisk\*.

TO 88th TRNS/LGTTP-A	FROM AFRL/PR	
ORGANIZATION POINT OF CONTACT FOR ADDITIONAL QUESTIONS JANE SMITH	DUTY PHONE 4444	HOME PHONE 444-4444

DEPARTURE			ARRIVAL (Departure on AFMC 87)				
DATE	TIME NET/NLT	LOCATION	DATE	TIME NET/NLT	LOCATION	RON/TDY AUTH	FMS FUNDED Y/N
25 NOV 99	NET 1200N	DAYTON	26 NOV 99	NLT 1000	WIESBADEN	TDY	N
30 NOV 99	NET 1600	WIESBADEN	30 NOV 99	NLT 1000PM	RAMSTEIN	TDY	N
2 DEC 99	NET 1000	RAMSTEIN AB	2 DEC 99		DAYTON, OH		

TRAVELER INFORMATION						
NAME (Last, First, Middle Initial)	GRADE	SSN	*SEAT PREF	*SMOKG PREF	PHONE	
					DUTY	HOME
DOE, JOHN J.	DR IV	123-45-6789	A	NON	55555	555-5555

**\*LEGEND**

W - WINDOW	A - AISLE	M - MIDDLE
S - SMOKING SECTION	NS - NON-SMOKING SECTION	NP - NO PREFERENCE



Pending Wright  
Site Overseas OI  
approval as of 13  
Nov 98

# WRIGHT RESEARCH SITE CURRENT OVERSEAS TRAVEL PROCESS

